

LOCK CHANGE REQUEST

Work Order #: _____

At times there are reasons that a department may need/desire to change locks on doors to spaces for which they have responsibility. To initiate a change, **first submit a Work Order thru the iServiceDesk** requesting the change at: <http://physicalplant.missouristate.edu>. Once a Work Order has been submitted, the Lock Change Request form must be sent to Work Management by an approving authority and will be considered carefully. Facilities Management will consider the desired outcome to determine the most effective procedure for meeting the request. Communication and scheduling will be arranged at the time of any change.

Only College Deans, Department Heads, Directors or Vice Presidents are approving authorities for lock changes. Please refer to the Key Issue Procedures maintained by Safety and Transportation which outlines approving authorities for key issuance: <http://www.missouristate.edu/safetran/11259.htm>.

Please complete all of the information requested below and submit this form to Work Management via email. Electronic submit functions of this form require the use of Internet Explorer. If you have any questions, please call 6-8400.

Department Name: _____

Dean, Dept. Head, Director, or Vice President: _____

Room or Space for which Change is Requested: _____

Change Desired: _____

Reason for Desired Change: _____

If police report has been submitted, please provide the report number: _____

Charge/FOAPAL: _____ Phone: _____

Contact Person: _____

REQUESTOR SUBMIT FORM TO THE APPROVING AUTHORITY VIA EMAIL

APPROVAL:

Signature of Dean, Dept. Head, Director or Vice President

Date: _____

APPROVER SUBMIT FORM TO WORK MANAGEMENT VIA EMAIL

Administrative Coordinator, Facilities Management

Date: _____ S&T REVIEWED

LOCK SHOP:

New Key: _____ Effective Date: _____ Book Updated: _____

Building: _____ Key Bitting: _____

Additional Info: _____

Access Control Specialist: _____

IF NECESSARY, ADDITIONAL COMMENTS ARE ON BACK

KEY CONTROL:

Updated in TMA: _____ Peg No.: _____ Floorplans Updated: _____

Admin Specialist: _____ Date: _____